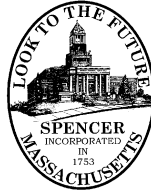


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

DAVID R. O'COIN
NORMAN C. LETENDRE, JR.
EBEN J. BUTLER

3 OLD MEADOW ROAD
SPENCER, MA. 01562



SUPERINTENDENT
STEVEN J. TYLER, P.E.

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Minutes of Meeting held November 2, 2016

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA. All maps, diagrams, letters and notices are on file at the Utilities and Facilities Office.

Members present: Eben Butler
Norman Letendre, Jr.
David O'Coin

Staff present: Steven Tyler, Superintendent
Carol Dearborn, Sr. Clerk

Meeting was called to order at 5:00 pm.

Read and accepted minutes for October 5, 2016.

Reviewed invoices & signed vouchers

Signed Monthly Water Commitment

Terminations and Tax Liens; Susan Lacaire, Treasurer Collector: Request from Treasurer Collector not to send out termination letters for this quarter (July, August, and September) for non-payment. Ms. Lacaire requested to do terminations for two quarters in February 2017 since tax bills/lien payments are processed in January and will cause confusion in her office posting payments. After much discussion the determination to make this request permanent; each year water termination letters for non-payment for first two quarters of the fiscal year will be processed in February to avoid lien processes. Letendre motioned, O'Coin seconded, All in favor.

Outsource Mail Quotes; Debra Graves, Senior Clerk, Utilities and Facilities: Problems with current vendor used to process, print, and mail quarterly water/sewer billings. After review of three vendor quotes the decision was made to use Globe Direct under a three year contract, renewable yearly. Letendre motioned, O'Coin seconded, All in favor.

Proposed Self-Storage Units Meadow Road: Superintendent presented details of proposed self-storage units received from Zoning Board of Appeals (ZBA) to be built within the Aquifer Protection District. After much discussion regarding containment of possible hazmat spills, maintenance/inspections on containment and regulation of materials in and out of storage was determined to be unmanageable. Motion by O'Coin requesting ZBA not approve plans for a self-storage facility within the Aquifer Protection District, seconded Butler (Passed 2/0 Letendre recused/ abstained).

Shaw Pond Forestry: Superintendent update on Forestry Management Plan from March 2016. The Request for Proposal (RFP) for forestry plan for the preservation, protection, and perpetuation of its forested areas, which involves water supply protection, enhancing wildlife habitat, recreational opportunities, and a renewable resource of timber through the use of proper forest stewardship at Shaw Pond, has had no response to walk property/ bid. The goal is for a successful short and long term implementation and continual oversight of the program and needs to be implemented to the next level hiring a Forester.

Roger Plourde, Forester, previously has done similar studies of this nature has interest in this undertaking. Mr. Plourde will be on agenda for December meeting to present plan. O'Coin motioned to cancel RFP, withdrawing in the best interest of the town, Letendre seconded, All in favor.

FY17 Capital Planning:

- New One Ton Dump Truck Article 7: Authorization to transfer monies to fund Water Department Capital Efficiency Accounts transferring \$54,473.20 from FY16 Retained Earnings.
- Main Street Project: Review of map plans and water materials to be used Pleasant Street to Town Hall. Includes materials, replacing old services/adding new services with an estimation cost of \$232,515.00.
- Review of FY16 Budget Retained Earnings and current FY17 Budget Summary.

Private Fire Hydrant Regulations: Discussion for the need for regulations that define privately owned fire hydrant maintenance to be continued to next Board of Water Commissioners meeting in December 2016.

Town Water Conservation Plans O'Gara Park/Town Hall: Superintendent email correspondence to the Parks and Recreation Commission and Town Hall requesting a detailed water conservation plan for irrigation systems. The submitted plan to be approved by the Water Commissioners before the Water Department will turn the water back on in spring 2017.

Water Terminations: Review of list of current water services shut off for non-payment.

Resident Concerns/Questions:

6 Adams St.: Requesting \$30.00 abatement on late fees from 9/26/2016. Water Commissioners reviewed residents past payment history. Motion by Letendre to deny abatement, O'Coin seconded, All in favor.

33 Bay Path Rd: Review of hardship letter and residents previous payment history, Letendre motioned to approve request to pay balance due in full on November 9, 2016, O'Coin seconded, All in favor.

Public Meeting Adjourned at 6:35 PM, Motion by O'Coin, seconded by Butler, All in favor.